



Settling-in policy (updated for Covid-19 Guidelines)

Welcome to Little Cubs Academy. Please ensure that you carefully read our settling-in policy below, as well as our Covid-19 guidance booklet. Thank you for working with us during this challenging time, we do appreciate you working with us to help keep everyone as safe as possible.

ZOOM Meet and Greet - meeting your child's key worker

The Zoom meet and greet can last up to one hour and is intended to allow you and your child to virtually meet their key worker and to familiarise yourselves with each other. Your key worker will go through with you your child's "I'm a new cub" form that you have previously filled in and sent to us.

Following updated Covid-19 guidance released on 5th November 2020 from the government and the Department of Education, we have to restrict all visitations to the nursery. The restrictions include not allowing a parent/carer into the nursery for the purpose of a child settling-in and new admissions.

Safety Guidelines

Visits are only allowed if it is evident that it is absolutely necessary. This must be discussed and arranged in partnership with us. It is important that social distancing continues to be maintained between the parent/carer and our teachers at all times.

We understand that your child may want to bring a comforter with them to nursery, however in order to meet government guidelines and ensure strict infection control we are **prevented** from allowing any soft toy or toys that are hard to clean (intricate parts) in the nursery. If you are concerned your child will find it difficult to settle-in without their comforter please let us know, it is important to us to ensure your child feels safe and secure at all times.

We ask that prior to your child's first settling-in session that you read our LCA parent Covid booklet, sign your enrolment letter, please fill in and send back the Admission form, GDPR, Photo Permission and the I'm a new cub forms. They are all extremely important as we need to set-up your child on our IT system prior to their first settling-in session.

Please also email us in advance a photo/scanned copy of your child's immunisation red book and birth certificate.

First settling-in session

From the start, your child will be assigned a key worker who will work together in partnership with you to ensure your child has a great experience, and a positive start to their journey with us at Little Cubs Academy.

The first settling-in session is one hour and is a 'drop and go,' meaning we ask that they spend the session away from you and your child will be introduced to their new group in their room. This will give us an idea on how to continue to plan your child's transition by observing how the session went without parents around. We ask for you to please remain contactable at all times while the child is at nursery, especially during the settling-in period.

It is really important you fill out the "I'm a new cub" form for us to understand your child's current routine, what their favourite stories and songs at home are and what activities they love. Our aim is for your child to feel at home in the nursery and form an attachment with their keyperson. We have an open-door policy so following the first session if you want to arrange a zoom call or arrange a telephone call with us, please

feel free at any time to have a chat with us about how you feel your child is settling-in, we are here to help.

Moving forward to the second and third settle-in session and beyond working together in partnership

The second settling-in session is two hours and the third half day session is 4.5 hours. The settling-in sessions are set up so that they support your child getting used to the nursery environment for extended periods of time. As your child becomes more comfortable in the nursery, you will be able to leave them for longer periods of time to build their confidence ready for a full session at nursery

The pace at which each child progresses, varies on an individual basis. However, please remember 8am to 6pm is still a very long day for the little ones, especially with a child who may not be used to the unfamiliar environment. You may find your child to be more tired than usual during their week of settling-in sessions and first full days. Typically, building up the hours will be done in partnership between yourself and your new key worker. The settling-in process is evaluated on a day to day basis.

In the subsequent weeks thereafter, and in order to facilitate a smoother transition into nursery, it is very important to maintain a routine with your child, such as maintaining drop off and pick up times as well as attendance. We ask all parents for their full cooperation in this endeavour. Our heateacher together with your key worker will evaluate your child's settling-in after the first full days' attendance. Routine is the key to ensuring that this whole process runs smoothly, and is in the best interests of your child.

We look forward to welcoming your child to Little Cubs Academy.